

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Public Works Maintenance Technician I and II
DEPARTMENT: Public Works
REPORTS TO: Facilities Maintenance Manager

SALARY GRADE: 12 & 14
FLSA STATUS: N
DATE: 03/2019

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Under general direction, performs skilled installation, repair or maintenance duties in support of public works. Duties include installation, repair and maintenance of small engines, parks and grounds, facilities and building components. Employee should be a skilled craftsman capable of handling complex installations and repairs on various projects.

ESSENTIAL JOB FUNCTIONS:

Performs a variety of skilled work in the maintenance and repair of City facilities and equipment.

Conducts routine operational and preventative maintenance tasks, repairing and/or scheduling repairs for malfunctioning equipment.

Constructs, rebuilds, and repairs City equipment and facilities including various wood and metal structures, equipment and furniture; prepares surfaces for painting or proper surface covering as required.

Operates a variety of vehicles, equipment and machinery including, dump trucks, snow plows, tractors, saws, drill presses and various hand and power tools to perform repair and maintenance work; maintain tools and equipment in a safe, clean and proper working condition.

Determine and purchase supplies needed for the repair and maintenance of fixtures and equipment. Performs a variety of skilled building maintenance repairs to doors, windows, roofs and other building parts; constructs or assembles furniture and other wood and metal structures.

Capable of maintaining various records related to labor, material and work orders on the computer.

Performs advanced landscaping tasks such as turf management, application of fertilizers and pesticides and general landscaping and tree maintenance work.

Maintains and repairs playground equipment and various park maintenance equipment such as mowers, tractors, leaf vacuums, chain saws, wood chippers, etc.

Assists in training crew members in operational strategies and equipment operation and safety.

Assists with the setup for special events.

IMPORTANT JOB FUNCTIONS:

Construct, maintain or rebuild all components of City Facilities.

Paint miscellaneous interior and exterior walls, trim and railings.

Performs other related duties as assigned.

General Public Works repair and maintenance techniques and practices, including snow removal and other emergency operations.

Ability to make repairs and adjustments to equipment.

Ability to keep records and prepare brief reports.

MATERIAL AND EQUIPMENT USED:

Hand tools Test equipment Hydraulic vertical lift Electrical testing equipment

Screwdrivers	Test meters	Soldering irons	Lawn Maintenance Equipment
Scaffold	Power tools	Computers	Small Engine Equipment
Test lamps	Ladders	Welders	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Public Works Maintenance Technician I

High School Diploma or GED and completion of an approved apprenticeship program in electrical work, plumbing; mechanical, or building trades apprenticeship program.

Four to five years of progressively responsible related experience; or,

Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Public Works Maintenance Technician II

High School Diploma or GED and completion of an approved apprenticeship program in electrical work, plumbing; mechanical, or building trades apprenticeship program.

Three years experience with an above average work performance as a Public Works Maintenance Technician I with demonstrated experience and training in the performance of semi-skilled work or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Maryland Driver's License

Maryland Pesticide Applicators License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Methods, materials and techniques used in facilities and parks maintenance and construction.

The operation of trucks, equipment and special tools and techniques pertinent to task required.

The occupational hazards and safety precautions of work.

Department organization, standard operating guidelines and policies, rules and regulations.

Skill in:

Use of hand tools, power tools, small engine equipment and test equipment.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies and the general public.

Understanding and carrying out oral and/or written instructions to solve practical problems.

Calculating fractions, decimals and percentages

Reading routine manuals, correspondence and blueprints.

Writing routine materials.

Providing courteous services

Plan, layout and complete installation, modification and repair of various systems, equipment

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to understand and follow oral and/or written instructions.

Ability to establish and maintain effective working relations with a variety of people.

While performing the essential functions of this job the employee is frequently required to stand; walk; use hands to finger, handle or feel; speak and hear; work at heights, tight spaces, climb or balance, stoop, kneel, crouch or crawl; reach with hands and arms; move about on hands and knees; bend body downward and forward, requiring full use of the lower extremities and back muscles; push, pull and/or lift up to 50 lbs.

Working Conditions:

Work is performed in a variety of facilities with exposure to building, and weather hazards.

The incumbents working conditions are typically noisy.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.